



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-573

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RECORDS RETENTION AND DISPOSAL SCHEDULE

COMMUNITY DEVELOPMENT  
BALTIMORE COUNTY GENERAL SCHEDULE A

YOUTH COMMISSION

AGENCY

DIVISION

ITEM  
NO.

DESCRIPTION

RETENTION

General Schedule A is authorized for use by all Baltimore County Boards, Commissions, Committees, Councils, etc., which do not have specific records retention schedules. This schedule indicates minimum retention periods for the records listed.

Schedule A does not supersede any official schedules already in force nor does it negate the requirement to schedule records not specifically itemized on this schedule. If additional records are maintained a unique schedule for each Board, Commission, etc., can be initiated through the Records Management Officer.

The authority for this schedule is contained in the Baltimore County Code 1978, Title 27, Sections 27-4, (a), (b) and 27-6. It is also ~~referenced in the Records Management Manual~~ of Baltimore County 1986, Chapter 15, Sections 15.2-A-10 and 15.2-B-1 thru 3.

Additional information on the Baltimore County Records Management Program is contained in the Records Manual or contact the Records Management Division.

1. GENERAL ACCOUNTING RECORDS

Counter Cash Books  
Delivery Orders, Receipts and Receiving Reports  
Expense Reports Continued

Retain office copies for (2) two fiscal years, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

1/15/87 Donald A. Lurch  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

1/15/87 E. WELTON COLE  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

1/15/87 1. H. R.  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

1/15/87 51  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
1.	(CONTINUED) Gasoline Tickets Paid Bills, Vouchers and Invoices Receipt Books and Receipt Copies Requisitions and Purchase Orders Mileage Reports	
2.	<u>SPECIAL ACCOUNTING RECORDS</u>  Audit Reports	Retain permanently, for eventual transfer to Archives.
3.	<u>BUDGET RECORDS</u>  Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submiss- ions for (5) five years, then destroy. Retain all other papers for (2) two years, then destroy.
4.	<u>MEETING AND HEARING MINUTES</u>  Minutes of meetings and hearings of boards, commissions, committees and councils which generally document their proceeding and actions.	Retain in office for (3) years, after trans- cription, then micro- film and retain film permanently. Transfer paper records to Archives.
5.	<u>UNOFFICIAL PERSONNEL FILES</u>  Files contain information on current employ- ees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for (2) years after termination, then de- stroy.
6.	<u>LEAVE AND TIME SHEETS</u>  This file contains office copies of employ- ees annual leave and daily time recordings.	Retain for (1) one year, then destroy.
	<u>CONTINUED</u>	



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
7.	<u>GENERAL CORRESPONDENCE</u>  Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	 Screen annually and destroy that material no longer needed for current business.  Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
8.	<u>REPORTS AND PUBLICATIONS</u>  This file includes all reports and publications issued by a board, commission, committee etc., which result from hearings, meetings, investigations, etc., and document some action or recommendation of the originator.	 Retain (1) one copy permanently for eventual transfer to the Archives.
9.	<u>PRESS RELEASES</u>  These files contain all statements and press releases during the year by the Commission (or council).	 Retain one (1) copy permanently for eventual transfer to the State Archives.